

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 10, 1984

ALL-COUNTY INFORMATION NOTICE I-76-84

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SOCIAL WORKER INSTRUCTIONS (REVISED 6/84) FOR THE "WORKSHEET FOR  
INDIVIDUAL REPORT ON PREPLACEMENT PREVENTIVE SERVICES" (FORM SOC 164)

REFERENCE: ACL 84-71

This letter transmits the revised form and instructions for the "Worksheet for Individual Report on Preplacement Preventive Services", Form SOC 164. The form and instructions are for optional use by counties to assist them in meeting reporting requirements of the Preplacement Preventive Services Quarterly Report (Form SOC 291). The instructions supplement the Form SOC 291 instructions and are for use by the social workers in completing the Form SOC 164.

If you have any questions regarding this notice, please call Kip Steely at (916) 323-2330 or ATSS 473-2330.

A handwritten signature in cursive script that reads 'Robert T. Sertich'.

ROBERT T. SERTICH  
Deputy Director  
Administration

Attachment

cc: CWDA

## INSTRUCTIONS FOR COMPLETION OF THE:

### WORKSHEET FOR INDIVIDUAL REPORT ON PREPLACEMENT PREVENTIVE SERVICES

#### (Form SOC 164)

The form SOC 164 is for optional use by the counties. The principal purpose of the Form SOC 164 is to enable counties to collect, in a uniform format on an ongoing basis, data required in summary form on the SOC 291 (Preplacement Preventive Services Quarterly Report). If used by the county, a SOC 164 will be kept in the case file and maintained by the social worker. The social worker will fill out the SOC 164 and count each child for whom a services case is opened. Each SOC 164 will be the basis of the family count; therefore a tabulation of the forms will be necessary to obtain the family count.

The items correspond to the items on the Form SOC 291, and are defined exactly as they are in Manual Section 30-100 through 30-276.

Section I of the SOC 164 is designed to provide data on Emergency Response Services and Section II is to provide data on Family Maintenance Services. The report is designed so that counties may send the emergency response side with the case file when the case is transferred to Family Maintenance Services (and send a photocopy to the statistician responsible for the SOC 291), or initiate a new SOC 164, Section II with the Family Maintenance Services' case file, etc. Whatever the procedure, counties have the necessary latitude with this report to manage their internal systems while providing the state with the Preplacement Preventive Services reporting as required.

Case data or other computerized counties may develop a substitute form or method for input into their computer system.

#### Instructions for Completing the Form SOC 164

#### SECTION I - EMERGENCY RESPONSE SERVICES

Identifying Information: Since each SOC 164 is the basis of the family count, the identifying information should include any unit that functions as a family. "Family" includes the child, parent(s) or guardian(s) having legal custody of the child, siblings, and significant others residing in the household of the child.

#### PART A - EMERGENCY RESPONSE SERVICES CASE INFORMATION

##### Item Instructions:

- Item 1. Date emergency response was received. - Enter the date the emergency response referral was received.
- Item 1a. Number of children at risk. - Report the number of children in the family who were investigated in the emergency response referral by the social worker at the time of the initial face-to-face contact.

- Item 1b. Number of children from 1a eligible for EA-ANEC. - Report the number of children that received services funded (all or in part) by Emergency Assistance - Abuse, Neglected and Exploited Children (EA-ANEC) funds. This is a duplicated count and should always be equal to or less than the entry in Item 1a.
- Item 2. Was the Emergency Response: - Items a, b and c refer to the timeliness of the Emergency Response, while Item d would be checked if the ER was transferred in from other counties. Check only one box.

#### PART B - REASON FOR THE EMERGENCY RESPONSE

Items 1 through 5 include the broad categories of types of abuse and neglect. The remaining Items 6 and 7 are other categories or reasons for response.

Since the reason given by the person referring a case may not be explicit or may not state the most important problem, the primary reason for the emergency response must be determined and reported by the social worker assigned to the case. Items 1 through 8 are prioritized by primary reason. Thus, if a child is receiving an emergency response for general neglect (Item 4) and physical abuse (Item 2), the social worker will report Item 2, physical abuse, as the primary reason because it has the higher priority for statistical reporting purposes. Since each child in a referred family may have different priorities, report each child under the highest priority for each child.

NOTE: In this part, only one reason for the emergency response is acceptable for each child. This is an unduplicated count. A count for each child should be entered in the item that describes the primary reason for the emergency response for each child.

#### Item Instructions:

- Item 1. Sexual Abuse - Means the victimization of a child by sexual activities including, but not limited to, those activities defined in Penal Code Section 11165(b) as "sexual assault".
- Item 2. Physical Abuse - Means nonaccidental bodily injury that has been or is being inflicted on a child. It includes, but is not limited to, those forms of abuse defined by Penal Code Sections 11165(d) and (e) as "willful cruelty or unjustifiable punishment of a child" and "corporal punishment or injury".
- Item 3. Severe Neglect - The negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive. "Severe neglect" also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, as prescribed by Penal Code Section 11165(d), including the intentional failure to provide adequate food, clothing, or shelter.

- Item 4. General Neglect - Means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, or supervision where no physical injury to the child has occurred.
- Item 5. Emotional Abuse - Means nonphysical mistreatment, the results of which may be characterized by disturbed behavior on the part of the child such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse. Emotional abuse includes willfully causing or permitting any child to suffer, or inflicting thereon mental suffering, or endangering a child's emotional well-being as described in Penal Code Section 11165(d).
- Item 6. Exploitation - The act of forcing or coercing a child into performing activities for the benefit of the caretaker which are beyond the child's capabilities or capacities or which are illegal or degrading. Exploitation includes forcing workloads on a child in or outside the home so as to interfere with the health, education and well-being of the child.
- Item 7. Caretaker Absence or Incapacity - Means absence of caretaker (defined as parent/guardian) due to hospitalization, incarceration or death, incapacity of caretaker (defined as parent/guardian) to provide adequate care for the child due to physical or emotional illness, or disabling condition.
- Item 8. Total - Enter the sum of Items 1 through 7 above.
- Item 9. How Many from Item 8 were Abuse/Neglect in out-of-home care? - Report the number of children from Item 8 above that were in out-of-home care at the time of the emergency response.

#### PART C - EMERGENCY RESPONSE SERVICES PROVIDED

This part reports the number of children who received each of the listed preventive or remedial services. This is a duplicated count. Enter as many of the itemized services in Part C as were provided, but report only once any given type of service for each child. This will result in an unduplicated count of children receiving a specific type of service for each service.

Example: The family has two children, both of whom received emergency response services. During the quarter, one of the children spent five days in Emergency Shelter Care, and the family received three counseling sessions. Because one child received emergency shelter care, one child would be reported under "Emergency Shelter Care". However, both children would be reported once under each of the other services received, as follows:

	<u>Number of Children</u>
1. Initial Intake	2
2. Crisis Intervention	2
3. Counseling	2
4. Emergency Shelter Care	1
5. Transportation	0

Item Instructions:

Enter the appropriate count for each designated item.

- Item 1. Initial Intake - Means investigating the circumstances and facts regarding a referral for emergency response services to determine the potential for or existence of any condition(s) which place children at risk and in need of services; and to determine the services which would best protect the children's interest and welfare.
- Item 2. Crisis Intervention - Means determining the precipitant of the crisis; offering support to all family members; defusing the situation; and assessing the potential for harm to all family members.
- Item 3. Counseling - Means assisting the recipient to analyze and better understand the situation; selecting methods of problem-solving; identifying goals; and exploring alternative behavior.
- Item 4. Emergency Shelter Care - Means providing a protective environment for a child who must be immediately removed from his/her own home or current foster care placement, and who cannot be immediately returned to his/her own home.
- Item 5. Transportation - Means conveying a recipient from one place to another when mobility is necessary to support a specific service plan, and no other means of conveyance is available.
- Item 6. Total - Enter the total of Items 1 through 5.

PART D - REASON FOR TERMINATION OF EMERGENCY RESPONSE SERVICES

This part shows the reason for termination of emergency response services during the quarter.

In cases where there are several children with different case dispositions, report each child under his or her specific category. This is an unduplicated count.

Also, when reporting transfers to other counties, report the disposition under the program the child's case was transferred to; e.g., Family Maintenance, etc. Occasionally, the social worker does not know the disposition of the emergency response case, or the intercounty transfer takes

place at the end of the report quarter (before the emergency response case is closed); in such cases, report the child under Item 4.

Item Instructions:

- Item 1. Transferred to Family Maintenance - Report all emergency response services children transferred to family maintenance services. Show the dates the cases were terminated, the number of children (21 days and under, or over 21 days) and the number of children that were funded by EA-ANEC at the time of termination from emergency response services.
- Item 2. Transferred to Family Reunification - Report all emergency response services children transferred to family reunification services. Show the dates the cases were terminated, the number of children (21 days and under, or over 21 days) and the number of children that were funded by EA-ANEC at the time of termination from emergency response services.
- Item 3. Transferred to Permanent Placement - Report all emergency response services children that were transferred to permanent placement services. Show the dates the cases were terminated, the number of children (21 days and under, or over 21 days) and the number of children that were funded by EA-ANEC at the time of termination from emergency response services.
- Item 4. Investigated and closed (or resolved) - no further action needed - Report the number of children that were investigated for services (face-to-face contacts only), but where the problem was resolved or no further service activity was warranted. Show the dates the cases were terminated, the number of children (usually 21 days and under when Item 4 is reported) and the number of children that were funded by EA-ANEC at the time of termination from emergency response services.
- Item 5. Total - Enter the total of Items 1 through 4.

## SECTION II - FAMILY MAINTENANCE SERVICES

Identifying Information: Since each SOC 164 is the basis of the family count, the identifying information should include any unit that functions as a family. "Family" includes the child, parent(s) or guardian(s) having legal custody of the child, siblings, and significant others residing in the household of the child.

### PART A - FAMILY MAINTENANCE SERVICES CASE INFORMATION

Item Instructions:

- Item 1. Number of children at risk - Enter the number of children who are receiving family maintenance services.

Item 2. Date services case established - Enter the date the service cases were established.

#### PART B - SOURCE OF FAMILY MAINTENANCE SERVICE CASE

This section is self-explanatory. Report the number of cases of children transferred to Family Maintenance by source.

NOTE: For Items 1a and 2a, re-referral cases are defined as those cases which were opened due to neglect, abuse or exploitation, closed with the child remaining in or being returned home, and referred to the Family Maintenance Program as a result of subsequent abuse, neglect or exploitation within 12 months from the date the case was closed. (Please note that new referrals are defined as those children which have no prior emergency response services (including EA-ANEC eligible children), family maintenance services, family reunification services or permanent placement services case histories within 12 months from the date of referral.)

#### PART C - REASONS FOR FAMILY MAINTENANCE SERVICES

This part includes families and service children transferred to the Family Maintenance Program during the current quarter.

Items 1 through 5 include the broad categories of types of abuse and neglect. The remaining Items 6 and 7 are other categories or reasons for receiving family maintenance services.

The primary reason for the family maintenance services must be determined and reported by the social worker assigned to the case. Items 1 through 8 are prioritized by primary reason. Thus, if a child is receiving family maintenance services for general neglect (Item 4) and physical abuse (Item 2) the social worker will report Item 2, physical abuse, as the primary reason because it has the higher priority for statistical reporting purposes. Since each child may have a different reason for family maintenance services, report each child under his or her primary reason for receiving family maintenance services.

NOTE: In this part, only one reason for the family maintenance services case is acceptable for each child. This is an unduplicated count. A count for each child should be entered in the item that describes the primary reason for the family maintenance service for each child.

#### Item Instructions:

Item 1. Sexual Abuse - Means the victimization of a child by sexual activities including, but not limited to, those activities defined in Penal Code Section 11165(b) as "sexual assault".

Item 2. Physical Abuse - Means nonaccidental bodily injury that has been or is being inflicted on a child. It includes, but is not limited to, those forms of abuse defined by Penal Code Sections 11165(d) and

(e) as "willful cruelty or unjustifiable punishment of a child" and "corporal punishment or injury".

- Item 3. Severe Neglect - The negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive. "Severe neglect" also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, as prescribed by Penal Code Section 11165(d), including the intentional failure to provide adequate food, clothing, or shelter.
- Item 4. General Neglect - Means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, or supervision where no physical injury to the child has occurred.
- Item 5. Emotional Abuse - Means nonphysical mistreatment, the results of which may be characterized by disturbed behavior on the part of the child such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse. Emotional abuse includes willfully causing or permitting any child to suffer, or inflicting thereon mental suffering, or endangering a child's emotional well-being as described in Penal Code Section 11165(d).
- Item 6. Exploitation - The act of forcing or coercing a child into performing activities for the benefit of the caretaker which are beyond the child's capabilities or capacities or which are illegal or degrading. Exploitation includes forcing workloads on a child in or outside the home so as to interfere with the health, education, and well-being of the child.
- Item 7. Caretaker Absence or Incapacity - Means absence of caretaker (defined as parent/guardian) due to hospitalization, incarceration or death, incapacity of caretaker (defined as parent/guardian) to provide adequate care for the child due to physical or emotional illness, or disabling condition.
- Item 8. Total - Enter the sum of Items 1 through 7 above.

#### PART D - FAMILY MAINTENANCE SERVICES PROVIDED

This part reports the number of children who received each of the listed preventive or remedial services. This is a duplicated count. Enter as many of the itemized services in Part C as were provided, but make only one entry for any given service received by each child. This will result in an unduplicated count of children receiving each type of service.



Item Instructions:

Enter the appropriate count for each designated item. Then enter the sum of Items 1 through 7 in the space provided.

- Item 1. Counseling - Means assisting the recipient to analyze and better understand the situation; selecting methods of problem solving; identifying goals; and exploring alternative behavior.
  
- Item 2. Emergency Shelter Care - Means providing a protective environment for a child who must be immediately removed from his/her own home or current foster care placement, and who cannot be immediately returned to his/her own home.
  
- Item 3. Parenting Training - Means child development, home arrangement and consumer education provided through social services and/or specialized formal instruction and practice in parenting skill achievement.
  
- Item 4. Respite Care - Means the provision of prearranged care in residential settings other than the child's own home when a parent is absent or incapacitated, and a determination has been made that temporary placement is in the child's best interest. Respite care is offered as part of a service plan to allow a temporary respite of parental duties, so that parent is able to perform other responsibilities necessary to improve or maintain the parenting function.
  
- Item 5. Teaching and Demonstrating Homemaker - Means a person who provides homemaking instruction through discussion and example to parents/caretakers and/or families when parental functioning can be improved by teaching more effective child care skills and home maintenance. Although this does not include the routine provision of regular homemaker services, teaching and demonstrating homemakers may provide direct child care and home maintenance services incidental to the primary goal of improving parent functioning through demonstrating and teaching the skills required to successfully manage and maintain the home and meet the needs of children in that setting. This instruction is available on a 24-hour basis as resources permit. It does not necessarily have to be provided during the parents' presence in the home.
  
- Item 6. Temporary In-Home Caretakers - Means a person who provides temporary care to a child in his/her own home in lieu of out-of-home placement when a parent(s)/guardian(s) is unable to care for the child because of an absence or illness and there is no other caretaker available to provide necessary care. Temporary in-home caretakers do not provide routine, ongoing child day care.
  
- Item 7. Transportation - Means conveying a recipient from one place to another when mobility is necessary to support a specific service plan, and no other means of conveyance is available.
  
- Item 8. Total - Enter the sum of Items 1 through 7.

## PART E - REASON FOR TERMINATION OF FAMILY MAINTENANCE CASE

This part describes the principal reasons family maintenance services were terminated. Only the principal reasons should be reported. This is an unduplicated count.

In instances where there are several children in the family with different case dispositions, report each child under his or her specific principal category.

Examples:

1. There are two children in the family. Both children receive Family Maintenance Services. One child's case is transferred to Family Reunification while the other child's case remains in Family Maintenance; report only the one child transferred to the Family Reunification Services Program.
2. Same case. In the following month, the child that remained in Family Maintenance is dismissed by the court. Count the remaining child under Item 2.
3. Same family, but both children's services cases are terminated on the same day. Count one child each under Item 2 and Item 5.

It is possible that a Family Maintenance Services Program child could be referred to the Emergency Response Services Program. Normally, this would not occur in the same district office, but it is possible in another district office in the same county. When an emergency response (face-to-face contact) occurs on behalf of a child currently in Family Maintenance Services, count the child as an emergency response referral, and dispose of the emergency response referral under Section 1, Part D, Item 4. Do not report the child as terminated from family maintenance services.

Report the date each child's services case was terminated, and check the appropriate box showing the length of time the case was open. The length of time case was open is the difference between "Date Each Child's Services Case Established" (Part A, Item 2), and the "Date Each Child's Services Case Terminated" (Part E).

### Item Instructions:

Items 1 through 6. Self-explanatory - Enter appropriate count for each child's case by item. (This includes date terminated and length of time case was open.)

Item 7. Total - Enter the total of Items 1 through 6.

